

## Job posting preview

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<b>Bulletin Number</b>	49684BR
<b>Type of Recruitment</b>	Interdepartmental Promotional Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	SENIOR DEPARTMENTAL EMPLOYEE RELATIONS REPRESENTATIVE
<b>Exam Number</b>	R1908E
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	02/17/2015
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	6773.45
<b>Salary Maximum</b>	8883.73
<b>Position/Program Information</b>	<p>Represents the management of a large County department, characterized by diverse employee bargaining units and complex employee relations issues, in the conduct of formal and informal contacts with employees, employee organizations, employee relations administrators, and the Civil Service and Employee Relations Commissions; may serve as a lead person or supervisor over a staff engaged in employee relations activities. Positions allocable to this class are distinguished from the class of Departmental Employee Relations Representative by their responsibility for leading or administering the employee relations program of a large County department with diverse employee bargaining units and complex employee relations issues, including representing departmental management in contacts and negotiations with employee organizations, advising departmental management on the interpretation and application of memoranda of understanding and the processing of grievances, discipline guidelines, and coordinating departmental employee relations program activities with the Chief Executive Office's Employee Relations Division to ensure conformity with Countywide employee relations policies and directives. Positions allocable to this class typically lead or supervise subordinate staff of Departmental Employee Relations Representatives, Senior Departmental Personnel Technicians or other human resources professionals involved in the administration of the department's employee relations program. Positions within this class must have strong written and verbal communication skills, the ability to exercise the principles of supervision, and a working knowledge of departmental operations, policies, procedures and Countywide employee relations policies and directives.</p>
<b>Essential Job Functions</b>	<p>Formulates and recommends policies, procedures, rules and regulations governing the employee relations program and administers the department's employee relations program.</p> <p>Consults with the assigned employee relations administrator to ensure that the department's employee relations program conforms to Countywide policies governing employee-management relations.</p> <p>Confers with employees, employee organizations, and departmental management personnel to clarify the department's employee relations policies and to provide information regarding the rights and obligations of the parties concerned and the resource available to them.</p> <p>Represents departmental management in formal negotiations with certified employee organizations and participates in negotiating salaries, working conditions, and related matters.</p> <p>Testifies and may present the department's case-in-chief before the Employee Relations and Civil Service Commissions on matters concerning the department.</p> <p>Administers agreements reached with employee organizations and interprets such</p>

agreements to all parties concerned to ensure uniform application throughout the department.

Analyzes critical employee problems and individual grievance records at the highest level of review and recommends solutions to the department head.

Initiates request for grievance reviews and mediation services from the Chief Executive Officer.

Conducts a positive information program to encourage communication from employees, employee organizations, and department management regarding matters of employee or management concern.

Uses available administrative, personnel, and staff development resources to aid in the accomplishment of effective employee-management relations.

Conducts surveys, field audits, and related activities to evaluate the effectiveness of the department's employee relations program.

Leads or supervises a staff engaged in carrying out the department's employee relations program.

#### **Requirements**

##### **MINIMUM REQUIREMENTS:**

OPTION A: Four years' experience in a staff capacity\* analyzing and making recommendations for the solution of problems of organization, procedure, program, budget or personnel, one year of which must have been in a responsible capacity representing Los Angeles County management\*\* in relations with recognized employee organizations\*\*\* in Los Angeles County.

OPTION B: Graduation from an accredited\*\*\*\* college with a Bachelor's Degree in labor studies, industrial relations or a closely related field and two years' experience representing either management or labor in negotiating or administering labor management agreements. An additional two years of the required experience may be substituted for the required education.

#### **Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

#### **License(s) Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

#### **Special Requirement Information**

\* Staff capacity is defined as work performed to assist and support administration by conducting research and making recommendations to administration for the solution of problems such as organization, use of personnel, budget allocation and funds, workload and/or workload fluctuations, or programs and procedures for accomplishing work objectives.

\*\* Representing Los Angeles County management is defined as advising and assisting supervisory and management personnel in the interpretation and application of the terms of labor agreements, processing grievances, and participating in informal and formal contacts with employee representatives regarding employee relations matters.

\*\*\* Recognized employee organizations are defined as employee bargaining units in the County of Los Angeles.

\*\*\*\* Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

In order to receive credit for any college course work, or any type of college degree, you must include a legible copy of the official diploma and official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing.

**EXPERIENCE PERFORMING DUTIES OUTSIDE OF APPLICANT'S OFFICIAL PAYROLL TITLE WILL BE ACCEPTED FOR THIS EXAMINATION; HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.**

**Withhold Information:** Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Accreditation  
Information**

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**Examination  
Content**

**This examination will consist of two (2) parts.**

**PART I:** A written test weighted 50% that contains both computerized and paper-and-pencil components covering Written Expression, Data Analysis & Decision Making/Mathematics, Reading Comprehension, Business Leadership, Interpersonal Leadership, Leadership Motivation, Self-Leadership, Management Judgment, Management Potential, and Professional Potential.

NOTE: Applicants that have taken the identical written test(s) for other exams within the last (12) months will have their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. You may be required to transfer your scores to the new examination and may not be allowed to re-take any identical test parts for at least a year.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Only those candidates who pass the written test will be eligible to proceed to the structured interview (Part II). Candidates who are unsuccessful on the written test will be notified by mail. Test scores cannot be given over the phone.

**PART 2:** A Structured Interview weighted 50%, designed to assess Knowledge of Employment Laws, Interpersonal & Communication Skills, Work Skills & Productivity, and Software Knowledge and Skills.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

Invitations to the written test and interview may be sent to the email address provided in the application.

<b>Special Information</b>	<p>Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.</p> <p>TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN AND INTERVIEW EMPLOYMENT TESTS:</p> <p>An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at:</p> <p><a href="http://hr.lacounty.gov">http://hr.lacounty.gov</a></p> <p>Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."</p> <p>You can also access practice tests for the computerized version of the test by going to the following website:</p> <p><a href="http://www.shldirect.com/en/practice-tests/">http://www.shldirect.com/en/practice-tests/</a></p>
<b>Vacancy Information</b>	<p>While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.</p> <p>The resulting eligible register will be used to fill vacancies throughout Los Angeles County. Departmental eligible registers may be established upon request by departments having this class.</p>
<b>Eligibility Information</b>	<p>Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.</p>
<b>Job Opportunity Information</b>	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p>No person may compete in this examination more than once every twelve (12) months.</p> <p><b>Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.</b></p> <p>Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:</p> <ul style="list-style-type: none"><li>• Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.</li><li>• Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.</li></ul>
<b>Application and Filing Information</b>	<p><b>APPLICATIONS MUST BE FILED ONLINE ONLY.</b></p> <p><b>APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.</b></p> <p><b><u>INSTRUCTIONS FOR FILING ONLINE:</u></b></p> <p>Apply online by clicking the link that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded at the time of filing or during the examination process. We must receive your application by 5:00 pm, PST, on the last day of filing.</p> <p>This examination will remain open until the needs of the service are met and is subject to closure without prior notice.</p> <p>All information is subject to verification. We may reject your application at any time</p>

during All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. DIRECT COPIES OF CLASS SPECIFICATIONS AND MINIMUM REQUIREMENTS AS YOUR DESCRIPTION OF DUTIES WILL NOT BE SUFFICIENT TO MEET REQUIREMENTS. If your application is incomplete it will be rejected.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Sarah Rivanis
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<b>ADA Coordinator Phone</b>	adarequests@hr.lacounty.gov
<b>Teletype Phone</b>	(800) 899-4099
<b>California Relay Services Phone</b>	(800) 735-2922
<b>Alternate TTY Phone</b>	(800) 897-0077
<b>Job Field</b>	Human Resources
<b>Job Type</b>	Paraprofessional

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